



Job Specification

Job Title: IRB Compliance Specialist
BCAT Code: 605X AG
Pay Grade: G12

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Under direct supervision, provides administrative support for the efficient management of the University's IRB unit. This is an entry-level position within the IRB Compliance series. This level may also be used as a training level.

Examples of Duties

- Maintains daily administrative operation for the efficient processing of research protocols.
- Sends correspondence to investigators regarding IRB actions taken on protocols.
- Follow-ups with investigators to ensure timely response to IRB requests for revisions to protocols.
- Creates and maintains various files.
- Coordinates IRB meeting activities by preparing protocols for IRB members review, coordinating meeting logistics, agenda preparation, and recording minutes.
- Audits files and studies to ensure compliance.
- Maintains the human subjects database.
- Trains new IRB members.
- Assists in the updating of a variety of manuals and forms required by federal agencies.
- Assists in updating the IRB website.
- Assists in the implementation of mechanisms to ensure that the University's policy is consistent with federal regulations.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of scientific concepts and terminology.
- Proficiency with word processing, spreadsheet and database software.
- Ability to communicate effectively verbally and in writing.
- Ability to multi-task in a deadline driven environment.

Minimum GSU Hiring Standards

Bachelor's degree in biology, public health or other related field and one year experience in human subjects protection. CITI training required. Prior experience in the administration of a human subjects protection program. Certified IRB Manager or Certified IRB Professional preferred. Experience working in an academic setting preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.